



Director, Office of Administrative  
Management/PHS

DATE: July 10, 1974

FROM : Acting Associate Administrator for Operations and Management

SUBJECT: Fiscal Year 1975 Work Plan

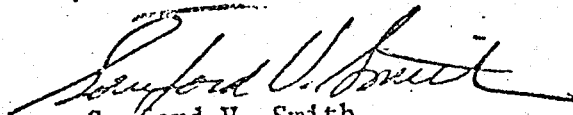
In response to your memorandum of July 1, 1974, on the FY 1975 work plan, we suggest a study on grant and contract closeout procedures of HRA programs, including the decentralized programs.

In view of the number of HRA programs which are decentralized to the regional offices, and the number of awards which will terminate during this fiscal year and next as a result of expired legislative authorization, it will be valuable to assess the application and effectiveness of the procedures in order to assure ourselves of good management of the close-out of the grants and contracts, to ensure that the interests of the Government are adequately protected, and that there will be a smooth transition into the new programs that will be established upon the enactment of new legislation. Departmental policy on closeout of awards was issued at least 3 years ago through Chapter 1-462 of the Grants Administrative Manual.

Such a review should prove valuable also in determining the extent of the knowledge of regional grant and contract management personnel in this area and to help develop training programs for the new personnel in this field.

The experience of such a study would redound to the benefit of other PHS programs.

You may discuss this further with Cy Young, Director of the Office of Grants and Procurement Management, HRA, 443-1428.

  
Sanford V. Smith